

## STATEMENT OF UNDERSTANDING FOR USE WITH ARMY TUITION ASSISTANCE (TA)

For use of this form, see AR 621-5; the proponent agency is DCS-G-1.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

<b>AUTHORITY:</b>	10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 2005, Advanced education assistance: active duty agreement; reimbursement requirements; 10 U.S.C. 4302, Enlisted members of Army schools; AR 621-5, Army Continuing Education System; and E.O. 9397 (SSN).
<b>PURPOSE:</b>	Information provided is used by processing activities and the approval authority to determine if the soldier meets eligibility requirements.
<b>ROUTINE USES:</b>	The information provided may be disclosed to DoD officials who have an official need to know and the routine uses established by 5 USC 552a.
<b>DISCLOSURE:</b>	Furnishing this information is voluntary; however, failure to provide information may result in a delay or error in processing.

#### 1. BASIC TUITION ASSISTANCE: I understand--

- a. The Army will pay a specified percentage of the total tuition and fee charges IAW AR 621-5 of an educational institution if I am on full-time active duty. The total educational tuition assistance received will not exceed the Department of the Army established fiscal year (FY) tuition ceiling of \$4500, and semester hour (SH) cap, \$250, unless I have signed DA Form 7596 (eArmyU Participation Agreement) exempting me from either of these conditions. I agree to pay the remaining amount of tuition and other costs and fees associated with my attendance at any educational institution.
- b. TA is authorized on a course-by-course basis, or until I have completed the terms of my DA Form 7596 (eArmyU Participation Agreement) and no changes will be made in the courses or dollar amounts for which TA is approved without the approval of the Army Education Center (AEC). Any additional agreements between the educational institution and me are not binding on the Army and if TA is not authorized, I agree to pay the cost of tuition to the Army and/or school.
- c. The use of TA is for a course or courses required for the completion of my approved educational plan.
- d. I will obtain a SOCAD agreement/approved education plan from my academic institution within the stipulated timeframe or completion of 9 SHs, whichever is less, before requesting additional TA.

#### 2. ELIGIBILITY:

- a. All active duty Soldiers.
- b. All Soldiers in AGR status, pursuant to Title 10 and Title 32.
- c. All USAR and ARNG/ARNGUS personnel eligible for Reserve Component TA in an active drilling status who are coded as 'satisfactory participant.'
- d. TA is authorized for courses leading to completion of a documented educational plan for one credential each at the certificate, associate, bachelor, and master level. I understand I am not eligible to pursue courses leading to a lower or lateral postsecondary credential (except as noted for certification or licensure and for state education credential as described in AR 621-5).
- e. I understand I am not eligible to pursue a lower or lateral credential.
- f. I am not attending schooling under provisions of AR 621-1 (Fully Funded Officer Education Program (excluding Training with Industry), Degree Completion Program, Cooperative Degree Program, Advanced Degree Program and Short Courses Training).
- g. TA will only be issued to work on one credential at a time.
- h. I am not flagged under provisions of paragraph 1-12, or 1-13 AR 600-8-2.
- i. I have not received approval for voluntary separation under VSI or SSB programs.
- j. If I am participating in eArmyU program, I have a completed DA Form 7596 (eArmyU Participation Agreement).
- k. I must achieve and maintain a grade point average (GPA) of 2.0 upon completion of 15 SHs (or equivalent) of college credit funded by TA.

#### 3. TIME CONDITIONS:

- a. Enlisted Soldiers must have sufficient time at current duty station to complete classroom courses and sufficient time in-service to complete all other courses.
- b. For eArmyU participation I agree to successfully complete the required semester hours within the specified time on my DA Form 7596 (eArmyU Participation Agreement).
- c. Officers and Warrant Officers see section six.

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### **4. WITHDRAWAL/RECOUPMENT OF TA:**

- a. I will reimburse the Army the TA received if I withdraw from, or fail to complete a course for academic or personal reasons (includes receipt of "F" for nonattendance; failure to remove an "I" for an incomplete grade within the time stipulated by the school, or 120 days, whichever comes first; or required withdrawal is due to official separation, confinement, or similar administrative action by my commander for disciplinary or fraudulent causes). Reimbursement for withdrawal, failure or incomplete may be waived if extenuating circumstances prevent successful completion. I authorize the amount of tuition assistance to be withdrawn from my pay if it is determined my withdrawal or failure to complete the course(s) was due to circumstances within my control.
- b. I understand I will not have to reimburse the Army if I withdraw for extenuating circumstances beyond my control (e.g., unit operational reasons, emergency leave, death of a family member, illness/hospitalization, etc.) as certified by the unit commander and first Lieutenant Colonel in the chain of command.
- c. Regardless of the reason, I will advise the education center of any intent to withdraw from a course for which I am receiving TA and will follow the established AEC withdrawal procedures.

### **5. DUPLICATION OF BENEFITS:**

- a. When combining TA with Veterans Affairs (VA) educational benefits under MGIB Chapter 30 or Chapter 1606, in no case will combined (TA and MGIB) amount exceed the total costs of the course. The limitation applies only to active duty Soldiers (both active and reserve components).
- b. When using Federal financial aid (PELL Grant), the Army TA will be applied first and the Federal aid will be applied to the remaining balance of financial need as determined by the academic institution.
- c. I have been counseled and understand TA cannot be authorized for courses that will repeat courses previously taken. Courses which must be repeated, because college credits are not transferable, (e.g. course taken by a non-regionally accredited school which are not accepted by a regionally accredited school) must be funded through means other than TA.

### **6. ACTIVE DUTY SERVICE OBSERVATION (ADSO):**

If I am a commissioned officer or commissioned warrant officer, I understand I incur an ADSO of two years after completion of the last course for which TA is provided unless involuntarily separated by the Army. I understand if the Army discharges me for misconduct before I complete the ADSO, I must reimburse the Army the amount of TA that represents the unserved portion of the ADSO. If approved for voluntary separation by the appropriate Officer Personnel Management Directorate (OPMD) Functional Area Division, I will be required to reimburse the amount of TA representing the unserved portion of the ADSO. Reimbursement of TA will not take place prior to OPMD Functional Area Division approval of request for voluntary separation.

### **7. DISTANCE LEARNING (DL) COURSES:**

I understand if I am enrolling in a DL course using Up-Front TA the course must have a beginning and ending date no more than 24 weeks apart. If school policy allows the student longer than 24 weeks to complete the course, soldier will then enroll using the DANES Form 1562/31 to fund the course and receive TA reimbursement upon course completion.

### **8. I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AS VERIFIED BY MY SIGNATURE BELOW**

9. NAME (Last, First, Middle Initial)	10. GRADE	11. SSN
12. SIGNATURE		13. DATE (YYYYMMDD)